

Worksession

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| Agenda Item # | 9 |
| Meeting Date | September 27, 2004 |
| Prepared By | Chief C. Creamer Wayne Hobbs |
| Approved By | Barbara B. Matthews City Manager |

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| Discussion Item | Discussion of Emergency Management Committee |
| Background | <p>In support of the City's Emergency Management Plan, the Public Safety Citizens Advisory Committee (PSCAC) has recommended the formation of an ad-hoc Emergency Management Action Committee. Members of the PSCAC have drafted a document outlining the composition, duties, and responsibilities of this committee (attachment 1).</p> <p>City staff has reviewed the PSCAC draft document and concurs with the proposal to form an ad-hoc committee. Additionally, there is substantial agreement between the staff and the PSCAC on the vast majority of the proposed committee's task. The primary area of difference between the two proposals concerns the creation of a half-time position and the development of an equipment budget. Staff believes that any necessary coordination can be provided by existing City staff. In regard to the equipment budget, these items are identified through the annual budgeting process.</p> <p>The City staff revisions to the draft document prepared by the PSCAC are reflected in attachment 2.</p> |
| Policy | N/A |
| Fiscal Impact | None - As recommended by staff |
| Attachments | Attachment 1 - PSCAC Emergency Management Action Committee draft Attachment 2 - City staff revision of PSCAC draft |
| Recommendation | Accept the proposal to form an ad-hoc Emergency Management Action Committee as outlined in attachment 2. |
| Special Consideration | N/A |

Emergency Preparedness Action Committee

Attachment 1

Composition of the Committee

- Three (3) senior staff (Police, Administration, Public Works) with authority to commit department activities
- Six (6) Residents, each expert in some aspect of emergency preparation or response
- One PSCAC member for liaison

Status

- Ad-hoc, taskforce - one year duration - to be extended as needed

Task

- Update and keep current the City's Emergency Operations Plan
- Prepare, conduct and evaluate tests of City Department's emergency procedures
- Establish connections between the City Administration and neighborhood and merchant stake holder groups
- Arrange CERT training for volunteers and committee members
- Establish and maintain an active relationship with relevant County and State departments
- Prepare grants to fund equipment purchases and activities

Budget

- To start and to be committed by the City - one half time position dedicated to coordinating activities for the duration of the committee.
- Six months after the creation of the committee, an equipment budget will be submitted to the Council. This may include such items as: mobile power generator(s), water purifier equipment, emergency food, and communication equipment. Those items paid for by grant money will be identified.

Reporting

- To the City Council - every three (3) months
- To residents - every six (6) months

Expected results and outcome

- Tested procedures
- The City Departments to attain: confidence in their department's plan, awareness of the department's resources and how to use them, as well as awareness of the remaining needs to deliver emergency services.
- A level of assurance that the City can communicate internally and work with the community in an emergency
- The City will have gained a cadre of trained volunteers able to respond according to plan to various emergencies
- Activities of the committee will raise residents' awareness of the City's emergency procedures, what is expected of the residents themselves in an emergency, and what they in turn can expect from the City in an emergency.

Prepared and submitted by the Public Safety Citizens Advisory Committee.

Emergency Preparedness Action Committee

Attachment 2

Composition of the Committee

- Three (3) senior staff representing Police, City Administration, and Public Works (these individuals should have the ability to make decisions on behalf of their department).
- Six (6) Takoma Park Residents (prerequisite: knowledge of some aspect of emergency preparedness or emergency response).
- One PSCAC member

Status

- Ad-hoc - one year duration - to be extended as necessary

Task

- Review and recommend updates and change to the City's Emergency Operations Plan
- Establish connections between the City and neighborhood and merchant stake holder groups
- Arrange CERT (Community Emergency Response Training) training, and re-training, for citizen volunteers and committee members.
- Act as a conduit, in the event of an emergency, for obtaining necessary supplies (outside of those items ordinarily obtained by individual City Departments)
- Identify grants to fund equipment purchases and activities

Reporting

- An annual report will be presented to Council, coinciding with the annual review of the emergency operations plan.

Expected results and outcome

- Tested procedures
- A level of assurance that the City can communicate internally and work with the community in an emergency
- The City will have gained a cadre of trained volunteers able to respond according to plan to various emergencies
- Activities of the committee will raise residents' awareness of the City's emergency procedures, what is expected of the residents themselves in an emergency, and what they in turn can expect from the City in an emergency.